



RED RIVER AUTHORITY OF TEXAS



A G E N D A

Board of Directors Meeting

Conference Call

Wednesday April 15, 2020 – 9:00 a.m.

Red River Authority of Texas Administrative Offices

3000 Hammon Road

Wichita Falls, Texas

*****THIS MEETING IS BEING HELD BY TELECONFERENCE DUE TO AN EMERGENCY DECLARATION BY WICHITA COUNTY, TEXAS, LIMITING MEETINGS OR ASSEMBLIES TO 10 PEOPLE OR LESS IN WICHITA COUNTY. THERE WILL BE NO PUBLIC ACCESS TO THE MEETING OR BUILDING.*****

General public wishing to address the Board must call in prior to the Call to Order and identify themselves to the conference call. **Call in Number: (800) 717-4201. When prompted, enter Conference ID: 5425448 followed by the pound sign (#). Wait until acknowledged by the Board President, then state your name.**

General public wishing to speak on a particular agenda item must state the specific item on which they would like to speak, when they are acknowledged by the Board President. General public wishing to address the Board about items not on the agenda will be allowed a three-minute time frame. The Board cannot comment on items not on the agenda or take action, other than to place a topic on a future agenda.

If necessary, the Board of Directors may convene into Executive Session under Chapter 551 of the Texas Government Code regarding any item on this agenda. The Board may take final action on any of the executive session matters upon reconvening in open session pursuant to Chapter 551 of the Texas Government Code.

Item One: Call the Meeting to Order, Roll Call and Invocation

Item Two: Public Comments to the Board of Directors from the General Public

As comments from the general public are not posted agenda items, the Texas Open Meetings Act prohibits RRA Board of Directors and Staff from discussing or responding to these comments during board meetings.

Item Three:

CONSENT AGENDA

Items on the consent agenda will be considered and acted on in one motion.

- a. Read and Approve the Minutes of the Board of Directors Meeting Held on January 15, 2020
- b. Read and Approve the Minutes of the Special Called Board of Directors Meeting Conference Call Held on April 7, 2020

REGULAR AGENDA

Item Four: President Boykin will Discuss Committee Assignments and Consider Board Members for Appointment, and Take Any Other Action Deemed Necessary

Item Five: Consider Adopting the 2020-2025 Strategic Plan for the Red River Authority of Texas, and Take Any Other Action Deemed Necessary

Item Six: Consider Recommendations from Staff and Approve a Ranked List of Auditing Services Firms for the Next 5 Years, and Take Any Other Action Deemed Necessary

Item Seven: Consider Authorizing the General Manager to Negotiate and Execute an Engagement Agreement with an Auditing Firm on the Approved Ranked List to Conduct an Audit of the Authority's Records for the Fiscal Year Ending September 30, 2020, and to perform the "Agreed Upon Procedures" for the Indirect Cost Plan, and Take Any Other Action Deemed Necessary

Item Eight: Consider Awarding the Bids to Install a Chlorine Dioxide Injection Point and Raw Water Line and Improvements to the Preston Shores Water Treatment Plant, Authorize the General Manager to Enter into a Contract, and Take Any Other Action Deemed Necessary

- Item Nine: Consider Awarding the Bids to Complete Water Pump Station and Water Plant Modifications and Construct a 12" Water Line from the City of Wichita Falls Connection Point on Hammon Road to the Lake Arrowhead Pump Station to Supply Treated Water to the Lake Arrowhead and Arrowhead Ranch Estates Water Systems, Authorize the General Manager to Enter into a Contract, and Take Any Other Action Deemed Necessary
- Item Ten: Consider Awarding the Bids to Supply and Install Automated Metering Infrastructure in the Utility Division, Authorize the General Manager to Enter into a Contract, and Take Any Other Action Deemed Necessary
- Item Eleven: Consider Authorizing the Advertisement of Bids to Remove the Pumps in Lake Texoma and Install an Onshore Pump Station and New Raw Water Intake Line at the Preston Shores Water System, and Take Any Other Action Deemed Necessary
- Item Twelve: Consider Declaring Obsolete/Retired Equipment as Surplus Property and Authorizing its Disposal or Sale, and Take Any Other Action Deemed Necessary
- Item Thirteen: Consider Approval of Directors' Expenses, and Take Any Other Action Deemed Necessary
- Item Fourteen: Other Business as the Board May Deem Appropriate:
- a. General Manager's Report
 - 1. Capital Improvement Plan Update
 - 2. Update on Navigation of the Red River
 - b. Assistant General Manager's Report
 - 1. Update on the Asset Management Plan Progress
 - 2. Update on the Environmental Services Division
 - 3. Update on the Utility Division and Maintenance Division
 - c. Financial Report by the Controller
- Item Fifteen: Comments from the Directors and/or Suggestions for Future Agenda Items
- Item Sixteen: Adjourn Meeting
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RED RIVER AUTHORITY OF TEXAS

Board of Directors Meeting

Conference Call

April 15, 2020

The Red River Authority of Texas Board of Directors held a conference call meeting on Tuesday, April 15, 2020 at 9:00 a.m. The conference call meeting originated at the Authority's Administrative Offices located at 3000 Hammon Road, Wichita Falls, Texas and was open to the public. The following directors and staff participated in the conference call meeting:

Directors:

Mr. Todd W. Boykin, President, Amarillo
Mr. Michael Sandefur, Secretary-Treasurer, Texarkana
Mr. Stephen A. Thornhill, Assistant Secretary, Denison
Ms. Mary Lou Bradley, Memphis
Mr. Jerry Bob Daniel, Truscott
Mr. Jerry Dan Davis, Wellington
Mr. G. Wilson Scaling, II, Henrietta
Mr. Zackary K. Smith, Canyon
Mr. Joe Ward, Telephone

Staff:

Mr. Randall W. Whiteman, General Manager, Red River Authority of Texas
Ms. Danna P. Bales, Executive Assistant, Red River Authority of Texas
Mr. Fabian A. Heaney, Assistant General Manager, Red River Authority of Texas
Ms. Lana Hefton, Controller, Red River Authority of Texas
Mr. Glen K. Hite, IT Systems Administrator, Red River Authority of Texas

Guests:

Mr. Cory Dobbie, Hydro Pro Solutions

Item One:

Call the Meeting to Order, Roll Call, and Invocation

Mr. Boykin called the meeting to order at 9:03 a.m., performed roll call, and Mr. Thornhill provided the invocation.

Item Two: Public Comments to the Board of Directors from the General Public

There were no public comments to the Board of Directors.

Item Three: CONSENT AGENDA

Items on the consent agenda will be considered and acted on in one motion.

- a. Read and Approve the Minutes of the Board of Directors Meeting Held on January 15, 2020
- b. Read and Approve the Minutes of the Special Called Board of Directors Meeting Conference Call Held on April 7, 2020

Following review of minutes from the January 15, 2020 and April 7, 2020 meetings, Mr. Ward made a motion to approve them, as written. His motion was seconded by Mr. Daniel, and the motion passed unanimously with a vote of **8 For** and **0 Against**.

(Director, Mr. Zackary K. Smith had not joined in on the conference call meeting at this time.)

REGULAR AGENDA**Item Four: President Boykin will Discuss Committee Assignments and Consider Board Members for Appointment, and Take Any Other Action Deemed Necessary**

Mr. Boykin made the following committee assignments, and asked each committee to establish a chair, and begin their duties within the next 30 days. He also stated he would like there to be a committee meeting each quarter.

Committee Name	General Focus	Committee Members	Staff Contact
Finance	Oversight of the finances of the Authority, including budgets.	Stephen A. Thornhill Michael R. Sandefur Jerry Dan Davis	Lana Hefton
Asset Management / Customer Service	Oversight of the status and management of Authority's physical assets, and interactions with the Authority's customers.	Jerry Bob Daniel Zackary K. Smith Mary Lou Bradley	Fabian Heaney
Regulation/Governmental	Preparation for and oversight of all regulatory matters, interagency matters and legislative matters.	G. Wilson Scaling, II Todd W. Boykin Joe L. Ward	Randy Whiteman

(Director, Mr. Zackary K. Smith joined in on the conference call meeting at 9:08 a.m.)

Item Five: Consider Adopting the 2020-2025 Strategic Plan for the Red River Authority of Texas, and Take Any Other Action Deemed Necessary

Mr. Sandefur went over the changes to the draft Strategic Plan that were discussed at the previous meeting, and stated that these changes have been implemented in the draft presented. With no discussion, Mr. Thornhill made a motion to adopt the *2020-2025 Strategic Plan* for the Red River Authority of Texas. His motion was seconded by Mr. Davis, and the motion passed unanimously by a vote of **9 For** and **0 Against**.

Item Six: Consider Recommendations from Staff and Approve a Ranked List of Auditing Services Firms for the Next Five Years, and Take Any Other Action Deemed Necessary

Mr. Whiteman provided the Board with an overview of the ranking results of the responses received to the Request for Qualifications (RFQ) for Auditing Services. He explained that Edgin, Parkman, Fleming, and Fleming received the highest ranking score, and was being recommended. Mr. Thornhill asked if this RFQ process would be included in an update to the Texas Sunset Advisory Commission. Mr. Whiteman confirmed that it would be. Following discussion on the thoroughness of the vetting process, Mr. Sandefur made a motion to approve the ranked list of auditing services firms for the next five years. His motion was seconded by Mr. Daniel, and the motion passed unanimously by a vote of **9 For** and **0 Against**.

Item Seven: Consider Authorizing the General Manager to Negotiate and Execute an Engagement Agreement with an Auditing Firm on the Approved Ranked List to Conduct an Audit of the Authority's Records for the Fiscal Year Ending September 30, 2020, and to perform the "Agreed Upon Procedures" for the Indirect Cost Plan, and Take Any Other Action Deemed Necessary

Mr. Whiteman explained that this authorization will allow him to execute an Engagement Agreement with the approved auditing firm. With no discussion, Mr. Sandefur made a motion to negotiate and execute an Engagement Agreement with an auditing firm on the approved ranked list to conduct an audit of the Authority's records for the fiscal year ending September 30, 2020, and to perform the Agreed Upon Procedures for the Indirect Cost Plan. His motion was seconded by Mr. Thornhill, and the motion passed unanimously by a vote of **9 For** and **0 Against**.

Item Eight: Consider Awarding the Bids to Install a Chlorine Dioxide Injection Point and Raw Water Line and Improvements to the Preston Shores Water Treatment Plant, Authorize the General Manager to Enter into a Contract, and Take Any Other Action Deemed Necessary

Mr. Whiteman reminded the Board of the Authority's Compliance Agreement with the Texas Commission on Environmental Quality with regards to levels of Total Trihalomethanes (TTHMs) and Haloacetic Acids (HAA5s) at it Preston Shores Water System exceeding the drinking water standard. He explained the original plan to install an ultraviolet system was estimated at a price of \$1,200,000. However, after reviewing other options available, it was determined that replacing the raw water line and using chlorine dioxide injection pre-treatment would alleviate the high values of the TTHMs and HAA5s, plus drastically reduce the cost.

Mr. Whiteman then explained that approval to advertise for bids for the Preston Shores Water System Capital Improvement Project (CIP) was received in January 2020. He stated that bids were taken in March 2020, with a closing date of April 8, 2020. Additionally, he stated that only one bid was received.

Mr. Whiteman also explained that an alternate project to construct a new lake raw water intake line and vault was added on to the original CIP due the many and continual pump problems. He stated that as only one bid was received on the chlorine dioxide injection point and raw water line and improvement project, however that bidder did not bid on the alternate project. Mr. Whiteman then stated that the alternate project will be sent out for bids again, once preliminary site issues are approved by the U.S. Army Corps of Engineers. He added that the Authority's engineering firm, Biggs and Mathews, Inc. has submitted their recommendation and staff concurs.

Following discussion on the due diligence being performed on the project, Mr. Thornhill made a motion to award the bid for the Preston Shores Water System Capital Improvement Project to Lynn Vessels Construction for their base bid in the amount of \$430,929, and authorize the General Manager to enter into a contract. His motion was seconded by Mr. Scaling, and the motion passed unanimously by a vote of **9 For** and **0 Against**.

Item Nine: Consider Awarding the Bids to Complete Water Pump Station and Water Plant Modifications and Construct a 12" Water Line from the City of Wichita Falls Connection Point on Hammon Road to the Lake Arrowhead Pump Station to Supply Treated Water to the Lake Arrowhead and Arrowhead Ranch Estates Water Systems, Authorize the General Manager to Enter into a Contract, and Take Any Other Action Deemed Necessary

Mr. Whiteman stated that the Lake Arrowhead Water System also has TTHM and HAA5 exceedances and compliance agreements with the TCEQ. He reminded that the approved capital improvement project to purchase treated water from the City of Wichita Falls had been approved and bids were opened on April 8, 2020. He explained that seven bids were received, and the engineer recommends the low bidder of Bowles Construction in the base bid amount of \$1,381,465.25. Mr. Whiteman added that staff concurs with the recommendation.

Discussion was then held regarding the alternate bid items and Mr. Heaney went through and explained each one recommended. Due to cost considerations, Mr. Whiteman recommended alternate bid items 5-A, 6-A, and 7-A not be performed at this time.

Following minor discussion, Mr. Scaling made a motion to award the bid for the Lake Arrowhead Project to Bowles Construction Company for their base bid and only alternate bid items 3-A, 4-A, and 8-A in the amount of \$1,506,865.25, and authorized the General Manager to execute a contract. His motion was seconded by Mr. Daniel, and the motion passed unanimously by a vote of **9 For** and **0 Against**.

Item Ten: Consider Awarding the Bids to Supply and Install Automated Metering Infrastructure in the Utility Division, Authorize the General Manager to Enter into a Contract, and Take Any Other Action Deemed Necessary

Mr. Heaney reminded that the Automated Metering Infrastructure Project will allow the transition to Advanced Metering Infrastructure (AMI), and complete the grant requirements for an agreement with the federal government's Bureau of Reclamation under the WATERSmart program. He stated that the Authority applied for a grant under the program in April of 2019, and received a \$75K award for purchase and installation of 550 Advanced Metering Infrastructure (AMI) meters with ancillary radio and computer reading equipment, and a smart meter software system. He also reminded that the Authority will match the grant, spending up to \$125K, for a total budgetary amount up to \$200K.

Mr. Heaney stated that bids were solicited for this project in January 2020 for a company to supply and install the meters, equipment, and software.

Item Ten: Consider Awarding the Bids to Supply and Install Automated Metering Infrastructure in the Utility Division, Authorize the General Manager to Enter into a Contract, and Take Any Other Action Deemed Necessary (continued)

The bid period closed on February 24th, and four bids were received. Mr. Heaney then provided a detailed overview of the bids received in respect to the equipment, price and Incode accounting software integration capabilities. He stated that based on all bids received, he recommends going with HydroPro Solutions.

Following additional discussion on the meter types, transmitters, software, etc., Mr. Smith made a motion to award the bid for the Automated Metering Infrastructure to HydroPro Solutions for their base bid in the amount of \$182,850. His motion was seconded by Mr. Ward, and the motion passed unanimously by a vote of **9 For** and **0 Against**.

Item Eleven: Consider Authorizing the Advertisement of Bids to Remove the Pumps in Lake Texoma and Install an Onshore Pump Station and New Raw Water Intake Line at the Preston Shores Water System, and Take Any Other Action Deemed Necessary

Mr. Whiteman stated that this was the alternate bid item discussed with the Preston Shore Water System project that did not receive a bid with the original solicitation. Following minor discussion, Mr. Sandefur made a motion to authorize the advertisement for bids to construct an onshore pump station and raw water intake line at the Preston Shore Water System. His motion was seconded by Mr. Thornhill, and the motion passed unanimously by a vote of **9 For** and **0 Against**.

Item Twelve: Consider Declaring Obsolete/Retired Equipment as Surplus Property and Authorizing its Disposal or Sale, and Take Any Other Action Deemed Necessary

Mr. Heaney provide an overview of the surplus vehicles and truck bed cover that was listed in the meeting materials. With no discussion, Mr. Scaling made a motion to declare the property as surplus and authorized its disposal or sale. His motion was seconded by Mr. Daniel, and motion passed unanimously by a vote of **9 For** and **0 Against**.

Item Thirteen: Consider Approval of Directors' Expenses, and Take Any Other Action Deemed Necessary

With no discussion, Mr. Daniel made a motion to approve the Summarized Statement of Expenses from the October 24, 2019 Board of Directors Meeting Conference Call, the January 14, 2020 Executive Committee Meeting, and the January 15, 2020 Board of Directors Meeting. His motion was seconded by Mr. Scaling, and the motion passed unanimously by a vote of **9 For** and **0 Against**.

Item Fourteen: Other Business as the Board May Deem Appropriate:

a. General Manager's Report

1. Capital Improvement Plan Update

Mr. Whiteman provided the Board with an update on the Capital Improvement Plan, as well as an explanation of the 2017 Bond Issuance Projects Financial Statement.

2. Update on Navigation of the Red River

Mr. Whiteman updated the Board on the status of the Navigation on the Red River feasibility study, and stated that at this time the USACE is trying to get the Planning Assistance to States (PAS) application pushed through, but since they are working from home during the COVID-19 pandemic, things have slowed down.

b. Assistant General Manager's Report

1. Update on the Asset Management Plan Progress

Mr. Heaney provided the Board with a progress update on the Asset Management Plan, and stated that approximately 70% of the data has been entered. He also stated that he is looking forward to working with the committee on the plan, and that he is on target to present it for approval at the July 2020 Board of Directors Meeting.

**Item Fourteen: Other Business as the Board May Deem Appropriate:
(Continued)****2. Update on the Environmental Services Division**

Mr. Heaney provided the Board with an update on the Environmental Services Division, and stated that surface water quality sampling for the Clean Rivers Program (CRP) has been put on hold due to the COVID-19 Pandemic. He added that the CRP staff are now assisting in laboratory analyses. He also mentioned that the CRP Basin Advisory Committee Meetings and Coordinated Monitoring Meeting will be held by teleconference due to the COVID-19 Pandemic. Mr. Heaney also explained that the new automated Biological Oxygen Demand (BOD) meter that was budgeted for the laboratory has been purchased and received. However, due to the current COVID-19 Pandemic, installation is on hold.

3. Update on the Utility Division and Maintenance Division

Mr. Heaney stated there was nothing else to report for the Utility and Maintenance Divisions at this time, but reminded that applications are still being received for the District 13 Manager, to replace Mr. Terry Dyer, who retired March 31, 2020.

Mr. Whiteman added that the Public Hearing for the Regional Water Planning Group – Area B Initially Prepared Plan will be held via conference call on April 22, 2020.

c. Financial Report by the Controller

Ms. Hefton provided the Board with an update on the 2017 Bond Issue, and stated that the bond was initially for \$15,000,000, and currently has a balance of \$8,060,000, without interest. She also stated that she was looking forward to working with the Finance Committee in the future, especially for the investments side of the financials.

Item Fifteen: Comments from the Directors and/or Suggestions for Future Agenda Items

Mr. Whiteman reminded the Board to file their Personal Financial Statements with the Texas Ethics Commission by the April 30, 2020 deadline.

*Board of Directors
Conference Call Meeting*

April 15, 2020

Red River Authority of Texas

Item Sixteen: Adjourn Meeting

Mr. Daniel made a motion to adjourn the meeting at 10:47 a.m. His motion was seconded by Mr. Scaling, and the motion passed unanimously by a vote of **9 For** and **0 Against**.

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Michael R. Sandefur
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DocuSigned by:
Todd W. Boykin
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Todd W. Boykin, President

Michael R. Sandefur, Secretary-Treasurer

